

18 September 1974

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT: Orientation for Spouses of New Employees

1. The Administration Advisory Group has received a suggestion we feel warrants your consideration.
2. The Agency has for many years had a program of orientation for people entering on duty. It has been suggested that the spouses of these new employees also receive some type of orientation. Particularly in this organization, it would appear to be beneficial for several reasons. Information concerning the functions and activities of the Agency often are misrepresented to the general public and new employees and their spouses come here with, in many cases, substantial amounts of misinformation and misgivings; becoming acclimated to the Agency's environment would be facilitated if the spouse was supportive and knowledgeable to some extent of its operation; it could accomplish only worthwhile objectives from a public relations standpoint to show that the Agency is concerned about these issues; unlike in other organizations, new Agency employees may be reluctant to discuss their jobs, even aspects which are perfectly permissible, due to the aura of secrecy surrounding its operation. Such a reaction tends to give spouses poor attitudes when they are typically quite interested in the job of the husband or wife.
3. The form of such an orientation would not need to be overly elaborate. Certainly something on the order of the Intelligence and World Affairs Course is not warranted. However, a two-to three-day orientation process should accomplish this effectively. We recommend this subject for your consideration.

The Administration Advisory
Group

DD/A Distribution:
Orig - DD/A Subject
1 - DTR
1 - D/Pers
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DDA ADVISORY GROUP

AGENDA

MEETING: 1500-1700 hours, 23 September 1974
D/Pers Conference Room, 5E62 Hqs

PENDING ITEMS

25X1A

1. Training. [REDACTED]
2. Academic qualifications of Agency professional and clerical personnel. [REDACTED]
3. AAG session at remote site.
4. Medical examination program for employees. [REDACTED]
5. AAG Annual report

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NEW BUSINESS

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1. Items for [REDACTED] agenda

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[REDACTED]
Sept. Chairman